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\* U.S.G.P.O.: 1983-421-529/320

**EXECUTIVE SECRETARIAT****ROUTING SLIP**

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Remarks

 Executive Secretary  
 22 Jan 86

Date

3637 (10-81)



EXECUTIVE OFFICE OF THE PRESIDENT  
OFFICE OF MANAGEMENT AND BUDGET  
WASHINGTON, D.C. 20503

0233

JAN 10 1986

MEMORANDUM FOR THE PRESIDENT

FROM: James A. Baker III

SUBJECT: Ninth Progress Report on the Implementation of  
Executive Order 12352, "Federal Procurement  
Reforms"

I forward the attached report in compliance with the reporting requirements of paragraph 4(g), Executive Order 12352.

The report highlights progress and accomplishments from April 1, 1984 through September 30, 1985. Subsequent reports will be forwarded to you annually.

Attachment

ANNUAL REPORT  
FOR THE PRESIDENT  
ON THE  
IMPLEMENTATION  
OF  
EXECUTIVE ORDER 12352  
APRIL 1, 1984 - SEPTEMBER 30, 1985  
OFFICE OF MANAGEMENT AND BUDGET

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## EXECUTIVE SUMMARY

You signed Executive Order 12352 on March 17, 1982 to set up a management system for procurement reforms, as a part of the Administration's overall management improvement program.

During the period April 1, 1984 through September 30, 1985, significant milestones were achieved, most notably:

- o The Federal Acquisition Regulation (FAR), a single simplified system of procurement regulations, became effective on April 1, 1984.
- o Government-wide guidelines on simplifying small purchases and on enhancing the professional procurement work force were issued in May and July 1984, respectively.
- o Consolidated Government-wide guidelines on Procurement Career Management Programs were issued in October 1985.

While overall agency accomplishments appear to be progressing, one aspect of your Executive Order has not been fully implemented:

- o Only 11 of the 41 reporting agencies have certified their procurement systems.

Details are included in the attached report. In the months to come, the Office of Federal Procurement Policy (OFPP) will continue to monitor agency compliance.

New initiatives during this reporting period further the goals of the procurement reforms program as outlined in the Executive Order:

- o A proposed new Government-wide competitive recruitment examination for entry-level contracting professionals.
- o A simplified Small Purchase Test Proposal under OFPP testing authority.

Continuing management attention is needed to fully implement this Administration's procurement system goals.

NINTH PROGRESS REPORT ON THE IMPLEMENTATION  
OF EXECUTIVE ORDER 12352

1. Section 1 of the Executive Order.

a. Section 1 requires the implementation of specific management and procurement process reforms by all agencies engaged in the procurement of products and services from the private sector.

b. Actions taken from April 1, 1984 through September 30, 1985.

(1) Actions taken by the Executive Committee on Federal Procurement Reforms\* to implement the Executive Order;

(a) New Task Group Guidelines. Three packages were distributed to the heads of executive departments and establishments:

-- On May 25, 1984, the Office of Management and Budget (OMB) distributed Task Group 5's recommendations on establishing programs to simplify small purchases and minimize paperwork burdens imposed on the private sector. The potential for savings in small purchases contracting is significant. Government personnel make over 72,000 small purchases every work day.

-- On July 31, 1984, guidelines on enhancing the procurement work force professionalism were provided to the agencies in the areas of procurement career management systems, procurement research, and performance appraisal and awards. These represent the core of a good agency program.

-- In October 1985, the consolidated version of all Task Group 6 modules on Procurement Career Management Programs was distributed, including guidelines on contracting officer selection and appointment systems; recruitment and selection programs; procurement career development programs; procurement education; procurement intern programs; classification and position management; and small purchase personnel career management programs.

\*The Executive Committee on Procurement Reforms was established and chartered by OMB. The purpose of the Committee is to develop uniform guidance for the procurement reforms required by Executive Order 12352. The Committee consists of representatives from the 8 largest procuring agencies responsible for 94% of all Government procurement plus representatives from the Office of Personnel Management (OPM) and the Small Business Administration (SBA), and is chaired by the Office of Federal Procurement Policy (OFPP).

- (b) New Committee Charter. The Executive Committee members approved a new charter (Attachment 1) reflecting the responsibility they concluded was necessary to author Government-wide guidelines and to assist agencies in any needed clarification for implementation. The charter also reflects the membership's involvement beyond the dictates of the Executive Order in issues of general concern and united procurement community action. However, our annual report to you will continue to summarize only those aspects of procurement community action specifically related to your Presidential Order.
- (c) Charter for the Executive Committee Subcommittee on Legislation. In November 1984, the Executive Committee membership approved the charter establishing a subcommittee to advise the committee on legislative matters affecting federal procurement and to facilitate coordinating views, positions, and strategies in response to legislation of concern to the procuring agencies.
- (d) Service Contract Act - Pilot Test of Blanket Annual Wage Rate Determinations. A Task Group 4 initiative was to implement blanket annual wage rate determinations for contracts within a given geographic area that are subject to the Service Contract Act. Currently, an individual determination must be made on each wage rate classification for every contract subject to the Service Contract Act. This results in some 55,000 determinations per year. On July 1, 1985, the Department of Labor (DOL) initiated a pilot test in the Air Force and selected Army buying offices using one year blanket wage rate determinations. The blanket concept substantially reduces the paperwork burden for both procuring offices and the DOL. The test will be conducted for 18 months, with a final evaluation report to be issued in May 1987.
- (e) Increase in Imprest Fund Ceiling for Small Purchases. An initiative under OFPP's Uniform Federal Procurement System (UFPS) Proposal and the Task Group 5 guidelines on simplifying small purchases was to raise the imprest fund ceiling for small purchases. In February 1985, the Department of Treasury advised the agencies that the ceiling had been raised to \$500 for all transactions from the previous ceiling of \$150 (\$300 for emergency) for each transaction. Treasury's Bulletin 85-13, dated June 28, 1985, formally authorized the change in the Treasury Financial Manual. The change reduces administrative costs, streamlines purchasing, and aids timely response to Government supply and service requirements that are needed on a "cash on delivery" basis.



- (2) A sampling of actions taken by executive agencies and departments:

### **REDUCING ADMINISTRATIVE COSTS AND BURDENS**

- Many agencies report reducing administrative costs and burdens based on computer applications. They include: preparing solicitations and contract documents, bidders mailing lists, purchase/delivery orders, and data collection systems. The Department of Education, the Department of Agriculture, and the Federal Emergency Management Agency have all virtually adopted the Environmental Protection Agency's automated procurement document system as their computer system. This type of system sharing is encouraged by the Procurement Automation Council.
- The Department of Energy has prepared a FAR case for adopting a Government-wide simplified preaward procedure that would require only the successful offeror to submit certifications and representations.
- The Department of the Treasury implemented a long term study project to centralize field procurement offices. The initial phase of the study recommended reducing 123 offices down to 87.
- The Department of Transportation reports reducing its internal procurement regulations by 50% with its new FAR supplement.
- The Department of Defense Contract Simplification Test, an outgrowth of the Air Force leadership efforts on Task Group 4, has been concluded and the results are being assessed to develop FAR cases for implementation.
- The Veterans Administration (VA) has prepared assessments of services and products which would lend themselves to multi-year contracting. The VA will be seeking specific statutory authority to make financial commitments for amounts greater than those appropriated annually by Congress. The Civilian Agency Multi-year Contracting Act of 1985, which would give civil agencies multi-year contracting authority, has been introduced in the Senate. VA has initiated agency-wide consolidated contracts for intravenous solutions. This is projected to save \$14 million over a 3-year period.

### **STRENGTHENING PROGRAM REVIEWS TO BALANCE NEEDS AGAINST MISSION PRIORITIES AND RESOURCES**

- The U.S. Information Agency has developed a structure and process ensuring that top management thoroughly evaluates all requests for major increased resources. Resource allocations are made based on priority ranking by this agency-wide forum.
- The Veterans Administration issued a circular entitled "Year-End Buying Controls" to ensure that proper review of fourth quarter procurement was made at the appropriate level.
- The Department of Justice is revising its advanced procurement plan to integrate it with the budget process.

- The Office of Personnel Management revised its Contract Review Board charter to operate as a programmatic review of needs against mission priorities.
- The Department of Health and Human Services has increased the availability of courses for program officials and issued a "Departmental Project Officer's Guide to Procurement" providing a better understanding of their role and responsibilities in the contracting process. During Fiscal Year 1985, 1,619 project officers were trained compared to 1,144 in Fiscal Year 1984.
- The Department of Defense issued several directives to strengthen the Department's ability to avoid over-specifications of items and tailored specifications of major acquisition programs. This is expected to lead to substantial budget savings.

#### **ESTABLISHING CRITERIA TO IMPROVE THE EFFECTIVENESS OF PROCUREMENT SYSTEMS**

- A chart showing each reporting agency's status on establishing these criteria is appended as Attachment 2. Eleven Procurement Executives have certified the Agency's procurement system to the Agency Head.

#### **ESTABLISHING CRITERIA FOR ENHANCING EFFECTIVE COMPETITION**

The Competition in Contracting Act of 1984 (CICA), established the Advocates for Competition and the requirements for their Annual Report to Congress.

- Many agencies have established departmental and sub-agency Competition Advocates with the responsibility of enhancing competition in the procurement process.
- The Department of Defense issued DOD directive 4245.9, "Competitive Acquisitions" on August 17, 1984. It was the first agency regulation to implement some of the CICA provisions.
- The Department of Energy issued Departmental Order 4200.1B on April 17, 1985, while the National Aeronautics and Space Administration revised its NMI 1210.2 on April 16, 1985, to implement CICA and more precisely define the Competition Advocate's major area of responsibility. Other agencies are revising their FAR supplements to implement CICA.

#### **ESTABLISH PROGRAMS TO SIMPLIFY SMALL PURCHASES AND MINIMIZE PAPERWORK BURDENS**

- The Department of Commerce is in the process of testing its automated small purchase system which will interface with its administrative payments system. The interface will save an estimated 24 million key strokes per year and increase accuracy, resulting in faster processing of orders from award through payment.
- The Department of Health and Human Services is continuing to develop the Financial and Administrative Integrated Management System (FAIMS) to

automate its financial and administrative systems. The procurement module includes major contracting and small purchases applications (i.e., acquisition planning, requisitioning, acquisition tracking, vendor/business file, solicitation/award document preparation, postaward reporting, delivery/acceptance/payments, and contract closeout).

#### ESTABLISH ADMINISTRATIVE PROCEDURES TO ENSURE TIMELY CONTRACTOR PAYMENT

- The U.S. Information Agency requires that all payments over \$25,000 be made by the Treasury Financial Communications System (wire transfer payment method). This has eliminated mail and processing time associated with payment by check, and has resulted in more timely payments to contractors. The Nuclear Regulatory Commission has had a similar policy and has developed a contract clause to provide specific information to the Contracting Officer within seven days of contract award to facilitate these payments.
- The Railroad Retirement Board began on line operation in October 1985 of its Administrative Management Information System (AMIS) wherein the accounts payable module generates the disbursement schedule authorizing payment to vendors in a more timely manner. The Federal Emergency Management Agency has a similar application wherein their procurement system is fully integrated with the budget and accounting system, using one common data base. This provides contract specialists with the latest information on invoice processing and payment.
- The Veterans Administration central office is testing the use of check drafts for petty cash purchases under \$500. During Fiscal Year 1985, over \$100,000 in payments were processed using check drafts. A very positive response has been received from its vendors.

#### ESTABLISH CLEAR LINES OF CONTRACTING AUTHORITY AND ACCOUNTABILITY

- Several agencies have been successful in furthering this initiative:

The Department of Agriculture published its Contracting Officer Warrant System in February 1985 as Departmental Regulation 5001-1. The regulation identified who could be delegated contracting authority, the amount, the prerequisite training and who were the delegation officials. The United States Information Agency issued a contracting officers warrant system manual providing the procedures for selecting, designating, and terminating contracting officers as required by the FAR. The Department of Treasury accomplished further clarification of authority by reissuing a Treasury Delegation Order in March 1985. The National Aeronautics and Space Administration Management Instruction 5101.24, Revision G, was issued in August 1985, implementing the Head of Contracting Activity (HCA) concept throughout the centers. The Department of Commerce issued a Departmental Order in February 1985, identifying functional levels in procurement and assigned specific duties and responsibilities.

## ESTABLISH CAREER MANAGEMENT PROGRAMS FOR A MORE PROFESSIONAL PROCUREMENT WORK FORCE

- Several agencies have established career management programs using the Task Group 6 guidelines on career management. Many agencies participated in the career management workshops sponsored by the Federal Acquisition Institute, executive agent for OFPP.
- The Department of Agriculture established a Procurement Career Board in July 1985 consisting of senior procurement officials.
- The Department of Treasury prepared a directive and operational handbook for a department-wide career development program for procurement personnel.
- The Office of Personnel Management implemented a program for integrating graduate and undergraduate co-op students into acquisition positions.
- The Department of Defense and the General Services Administration have active contracting intern programs.

## DESIGNATING A PROCUREMENT EXECUTIVE

- Fifty agencies have designated agency senior procurement executives. In July 1982, the OMB Director issued a model charter detailing responsibilities outlined in your Executive Order. Agencies that have formalized responsibilities of their Senior Procurement Executive have used several vehicles for doing so (i.e., "stand alone" charter, administrative or regulatory devices, and position description). The status of each agency is shown in Attachment 3.

### 2. Section 2 of the Executive Order.

a. Section 2 requires the National Aeronautics and Space Administration (NASA), the General Services Administration (GSA), and the Department of Defense (DOD) to consolidate their procurement regulations into a single, simplified Federal Acquisition Regulation (FAR).

b. Actions taken from April 1, 1984 through September 30, 1985.

The FAR, the keystone of the Federal Acquisition Regulations System (consisting of the FAR and agency regulations implementing and supplementing the FAR), became effective on April 1, 1984. As is often the case with a new system, there were some "phase-in" problems. The problems during the initial months of operation included:

- o A tendency to postpone developing and publishing necessary FAR coverage.
- o Publishing FAR changes after the effective date listed in the change.
- o Issuing inappropriate agency supplementing and implementing regulations.

The FAR System sets up a uniform numbering system for supplementing and implementing regulations. It also stipulates that implementing and supplementing regulations are not to conflict or be inconsistent with FAR content or repeat, paraphrase, or restate material contained in the FAR or higher-level agency regulations. Attention and efforts are now being focused on solving FAR System problems and on ensuring that the System works as it was intended and that its integrity is maintained.

FAR Section 1.304 requires agencies to control and limit issuance of agency acquisition regulations and to establish formal procedures for reviewing those regulations to assure compliance with FAR Part 1. Twenty-four agencies have established formal review procedures. In addition, 20 agencies have completed an initial review of their agency FAR supplements while six agencies are in the process of conducting the initial review.

OFPP Policy Letter 85-1, dated August 19, 1985, implements certain requirements of the OFPP Act concerning the definition and maintenance of the single system of simplified Government-wide procurement regulations. It clarifies the definition of the FAR System and OFPP's authority to (1) resolve disputes between NASA, DOD, and GSA in issuing the FAR, and (2) issue regulations if NASA, DOD and GSA do not issue required FAR changes in a timely manner.

3. Section 3 of the Executive Order.

a. Section 3 requires the Director of the Office of Personnel Management (OPM), in consultation with agency and department heads, to ensure that personnel policies and classification standards meet the agencies' needs for a professional procurement work force.

b. Actions taken from April 1, 1984 through September 30, 1985.

The Office of Personnel Management (OPM) has developed a Government-wide competitive recruitment examination for entry-level selection into the GS-1102 contracting series. Through the joint efforts of OPM, FAI, and the Executive agencies, this new examination is a rigorous, multi-part test to help procurement managers select the best qualified applicants. The examination has three parts:

- o A written test of abilities required to learn and perform the job.
- o A job knowledge test to evaluate education and experience.
- o An assessment of "meet and deal" abilities through structured interviews.

Now that the three parts are complete, the next phase in developing the examination is to validate the abilities test. OPM is validating the test by giving it to a sample of over 500 procurement people wherein their test results will be compared with a special one-time performance rating. The examination will be valid if those who rate high in performance also score high on the test and, conversely, if they rate low in performance the examination scores should be low.

OPM distributed the examination announcement in November 1985. They will start collecting applications in January 1986, administer the written test in February 1986, and establish the registers in May 1986. At that time, agencies can convert their Schedule B appointees (this method has been used since the PACE examination was discontinued) who have been on board for at least six months to competitive service and start hiring new employees off the registers. OPM is pledging a quick turnaround of ratings on tests for on-campus recruitment, enabling the Government procurement manager to effectively compete with private industry.

In June 1985, FAI held a conference on "Agency Procurement Career Management Programs." This was the first step in implementing the Task Group 6 guidelines. A series of six other workshops, starting in September 1985, including one geared to providing agencies with a better understanding of the competitive recruitment examination, will be sponsored by FAI in cooperation with OPM and the agencies. The workshops are intended to achieve an acceptable career management knowledge baseline and level of appreciation by the agencies of the Task Group 6 guidelines; and to foster a closer working relationship between agency procurement and personnel managers.

#### 4. Section 4 of the Executive Order.

a. Section 4 requires the Office of Federal Procurement Policy (OFPP) to provide broad policy guidance and overall leadership necessary to achieve specific procurement reforms.

b. Actions taken from April 1, 1984 through September 30, 1985.

In April 1984, OFPP solicited agency suggestions for programs to test innovative procurement methods under the authority of Section 15 of the Office of Federal Procurement Policy Act as amended by Public Law 98-191. A suggestion received from the agencies (and also a recommendation in the Task Group 5's report on simplifying small purchases) was the removal of socio-economic clauses that apply to small purchases. In September 1984, in response to OFPP's authorization to test innovative procurement methods, the Civilian Agency Acquisition Research Council (CAARC), chaired by the General Services Administration (GSA), began drafting a test plan to simplify small purchases. The simplified small purchase test would examine the savings and effects of raising the thresholds for certain statutory requirements to \$25,000, to coincide with small purchase limitations. Those requirements include wage determinations under the Davis-Bacon and Service Contract Acts and synopsis of contract opportunities in the Commerce Business Daily. The Department of Defense, which is also interested in this test, has worked with GSA, NASA, and the CAARC to finalize the plan. OFPP forwarded the Simplified Small Purchase Test Proposal to Congress on December 4, 1985.

In August 1985, OFPP forwarded three management legislative proposals to Congress as part of the White House's Productivity Improvement Program. The proposals identify major inconsistencies in law and policies relating to procurement. They are:

- Civilian Agency Multi-Year Contracting Act of 1985 - provides multi-year contracting authority for the acquisition of property and services by civilian agencies.
- Procurement Test Act of 1985 - provides authority to the Director of OMB to test innovative procurement methods using selected executive agencies and to waive any statutory restraints in order to conduct the tests. A plan is to be developed for each test program which describes the program and places limits on the size and duration of tests.
- Small Purchase Reservation and Commerce Business Daily Procurement Notice Act of 1985 - raises the threshold for publication of solicitations in the Commerce Business Daily (CBD) and the ceiling for reservation of small purchases for small business concerns to be consistent with the small purchase ceiling of \$25,000.

In August 1985, OFPP issued Policy Letter 85-1, Federal Acquisition Regulations System, pursuant to Section 6 of the Office of Federal Procurement Policy Act, 41 U.S.C. 405. The purpose of the policy letter was to implement certain requirements of the Act concerning the definition and maintenance of the Federal Acquisition Regulation (FAR).

In September 1985, OFPP forwarded to Congress the Simplified Competitive Acquisition Technique (SCAT) Proposal. The basic objective of the proposal is to reduce the procurement leadtime for competitively awarded contracts of \$5 million or less. Other features of the proposal include: limiting the pages in Request for Proposals; limiting the pages in the offerors' technical proposals; shortening the CBD announcement times; providing SCAT announcements in a separate section of the CBD; expediting the evaluation of offers; limiting the competitive range to no more than three firms; limiting oral discussions; soliciting only one best and final offer; limiting evaluation criteria to no more than five; making awards on the basis of best value to the Government; avoiding preaward audits; and requiring that protests be filed first with the contracting officer.

### CONCLUSION

Continuing management attention is needed to fully implement this Administration's procurement system goals.

## **REVISED CHARTER OF THE EXECUTIVE COMMITTEE ON FEDERAL PROCUREMENT REFORMS**

### **I ORIGIN:**

The Executive Committee on Federal Procurement Reforms was established effective May 18, 1982, to assist in implementing the procurement reforms set forth in Executive Order No. 12352 by providing broad policy review and counsel with respect to proposed implementing actions developed by various inter-agency task groups established for such purpose. As this phase of the implementation process neared completion, the Committee revised its charter to reflect its standing nature and expanded scope of interests and activities in assisting in the management of the Federal Procurement System.

### **II. PURPOSE:**

The purpose of this Committee is to provide advice and management assistance to the Office of Management and Budget and the Office of Federal Procurement Policy for improving the system of Federal procurement. The Committee will continue in existence for one year from the date of its revised charter. At the end of one year and at least annually thereafter, members will be polled by the chairman on the continuation of the Committee and its functions.

### **III. MEMBERSHIP:**

— The Committee is chaired by the Administrator for Federal Procurement Policy and is composed of procurement executives from the following major procurement agencies:

- Department of Agriculture
- Department of Defense
- Department of Energy
- Department of the Interior
- Department of Transportation
- General Services Administration
- National Aeronautics and Space Administration
- Veterans Administration

Membership will also include a representative from the Small Business Administration and the Office of Personnel Management. Representatives from other organizations (e.g., members of the Federal Procurement Council) may be invited to participate in Committee meetings on an ad hoc basis when warranted by the subject matter under discussion.

A member may be represented by an alternate at the Committee meetings. Support personnel may attend Committee meetings as required by a member or designated alternate.



#### **IV. ACTIVITIES:**

The Committee will:

- o Provide continuing advice and guidance to Executive agencies on the implementation of Executive Order 12352.
- o Review guidance finalized by task groups established under the original Executive Committee Charter, dated June 25, 1982, and recommend changes, modification or acceptance for transmittal to the Executive agencies.
- o Assist in monitoring the implementation of Executive Order 12352.
- o Determine whether implementation of the Executive Order guidance by the Executive agencies is dependent on legislative changes or changes in the Government-wide acquisition regulations.
- o Coordinate the exchange of ideas among Committee members for improving the Federal procurement system.
- o Serve as a forum to discuss procurement issues raised by members of the Federal Procurement Council.
- o Advise and counsel OFPP on important Government-wide procurement issues or policies.
- o Serve as a forum for OFPP to communicate and discuss its planned actions and initiatives affecting procurement.
- o Provide assistance on an ad hoc basis, through an individual member or collective Committee action, on OFPP procurement initiatives or legislative proposals.
- o Advise and counsel the Federal Acquisition Institute on its objectives and priorities.

#### **V. MEETINGS:**

Committee meetings will usually be held once every two months. The Chairman may, however, schedule meetings more frequently, if necessary, but no less frequently than twice a year. Where possible, notices will be given at least two weeks prior to each meeting.

#### **VI. ADMINISTRATIVE MATTERS:**

The Chairman shall provide staff support to the Committee, and will designate an Executive Secretary, who, in cooperation with members of the Committee, will plan, coordinate, and prepare an agenda for Committee meetings. The Executive Secretary will maintain and distribute the minutes of each meeting.

**Dated:** May 21, 1984

Attachment 1  
Page 2 of 2

## Attachment 2

<u>Name of Agency</u>	<u>Systems Criteria Are in Place</u>	<u>If Criteria Not In Place, Planned Date for Establishment</u>	<u>Procurement Executive Has Certified As To Systems Performance</u>	<u>If No Certification, Planned Date for Certification</u>
Department of Agriculture	No	June 30, 1985	No	March 31, 1986
Agency for International Development	Yes	Complete	No	June 1986
Department of Commerce	No	September 1985	No	December 1985 or Later
Commodity Futures Trading Commission	Yes	Complete	No	December 31, 1985
Consumer Product Safety Commission	No	1st Qtr, FY 86	No	2nd Qtr, FY 86
Department of Defense	Yes	Complete	No	October 1985
Department of Education	Yes	Complete	No	1st Qtr. FY 1986
Department of Energy	Yes	Complete	Yes	Complete
Equal Employment Opportunity Commission	Yes	Complete	Yes	Complete
Environmental Protection Agency	Yes	Complete	Yes	Complete
Executive Office of the President	No	Not provided	No	Not provided
Federal Communications Commission	No	Not Provided	No	Not Provided
Federal Emergency Management Agency	No	December 31, 1985	No	May 1, 1986
Federal Home Loan Bank Board	Yes	Complete	Yes	Complete
Federal Labor Relations Authority	Yes	Complete	No	June 1986
Federal Trade Commission	Yes	Complete	Yes	Complete
General Services Administration	Yes	Complete	No	Not provided
Department of Health and Human Services	Yes	Complete	No	June 15, 1986

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<u>Name of Agency</u>	<u>Systems Criteria Are in Place</u>	<u>If Criteria Not In Place, Planned Date for Establishment</u>	<u>Procurement Executive Has Certified As To Systems Performance</u>	<u>If No Certification, Planned Date for Certification</u>
Department of Housing and Urban Development	Yes	Complete	No	February 28, 1986
U. S. Information Agency	No	Not provided	No	Not provided
Department of the Interior	Yes	Complete	No	January 1986
International Trade Commission	No	Not Provided	No	Not provided
Interstate Commerce Commission	Yes	Complete	Yes	Complete
Department of Justice	No	Jan. 30, 1986	No	October 30, 1986
Department of Labor	Yes	Complete	Yes	Complete
Merit Systems Protection Board	No	March 1985	No	March 1985
National Labor Relations Board	Yes	Complete	No	Not provided
National Aeronautics and Space Administration	Yes	Complete	No	July 1, 1987
National Science Foundation	Yes	Complete	No	February 14, 1986
National Transportation Safety Board	No	Not Provided	No	Not Provided
Nuclear Regulatory Commission	Yes	Complete	Yes	Complete
Office of Personnel Management	Yes	Complete	No	December 30, 1985
Overseas Private Investment Corporation	No	Not Provided	No	Not Provided
Panama Canal Commission	Yes	Complete	Yes	Complete
Railroad Retirement Board	No	Not provided	No	Not provided
Small Business Administration	Yes	Complete	Yes	Complete
Smithsonian Institution	Yes	Complete	No	Not provided
Department of State	No	Not provided	No	Not provided
Department of Transportation	No	September 30, 1985	No	December 1986
Department of the Treasury	Yes	Complete	No	March 31, 1986
Veterans Administration	Yes	Complete	Yes	Complete

Attachment 3

Procurement Executive (P.E.) Designations

<u>Name of Agency</u>	<u>Agency Senior P.E. Responsibilities Formalized</u>	<u>Formalizing Device</u>
Department of Agriculture	Yes	Delegation of Authority
Agency for International Development	Not Formalized	Pending Approval of Formal Charter
Civil Aeronautics Board*	Yes	Administrative Memorandum
Department of Commerce	Yes	Administrative Order
Commodity Futures Trading Commission	Yes	"Stand-alone" Charter
Consumer Product Safety Commission	Yes	Charter/Position Description
Department of Defense	Yes	Administrative Memorandum
Department of Education	Yes	"Stand-alone" Charter
Department of Energy	Yes	Administrative Redelelegation Order
Equal Employment Opportunity Commission	Yes	Administrative Memorandum
Environmental Protection Agency	Yes	Management Manual
Executive Office of the President	Not Formalized	N/A
Federal Communications Commission	Yes	Agency Directive
Federal Emergency Management Agency	Yes	"Stand-alone" Charter
Federal Home Loan Bank Board	Yes	Administrative Order

\*Note: CAB sunset date - December 31, 1984.

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<u>Name of Agency</u>	<u>Agency Senior P.E. Responsibilities Formalized</u>	<u>Formalizing Device</u>
Federal Labor Relations Authority	Yes	Delegation of Authority
Federal Trade Commission	Yes	Position Description Only
General Services Administration	Yes	Delegations of Authority Manual
Department of Health and Human Services	Not Formalized	N/A
Department of Housing and Urban Development	Yes	"Stand-alone" Charter
U. S. Information Agency	Yes	Position Description Only
Department of the Interior	Not Formalized	Formal Charter Under Development
International Trade Commission	Yes	Administrative Order
Interstate Commerce Commission	Yes	Administrative Instruction
Department of Justice	Yes	"Stand-alone" Charter
Department of Labor	Yes	Administrative Directive
Merit Systems Protection Board	Yes	Delegation of Authority
National Aeronautics and Space Administration	Yes	Management Directive
National Labor Relations Board	Yes	Administrative Delegation
National Transportation Safety Board	Yes	"Stand-alone" Charter
Nuclear Regulatory Commission	Yes	"Stand-alone" Charter
Office of Personnel Management	Yes	Departmental Letter

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<u>Name of Agency</u>	<u>Agency Senior P.E. Responsibilities Formalized</u>	<u>Formalizing Device</u>
Overseas Private Investment Corporation	Yes	Delegation of Authority
Panama Canal Commission	Yes	Administrative/Regulatory Directive
Railroad Retirement Board	Yes	Board Order
Small Business Administration	Yes	"Stand-alone" Charter
Smithsonian Institution	Yes	Delegation of Authority
Department of State	Yes	Delegation of Authority
Department of Transportation	Yes	Organization Manual
Department of Treasury	Yes	Departmental Order
Veterans Administration	Yes	Delegation of Authority

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